

POST & BID POSITION ANNOUNCEMENT

Bargaining Units 1, 4 and 11

1. Reference #: 09-9-161 2. Position Number: 909-203-3175-008 3. Date of Posting: 3 / 15 / 2019
4. Classification: Transportation Engineering Technician 5. Salary Range: \$3688.00 – 5550.00
6. Pay Differentials That Apply To Position: Pay Differential #271 may apply
7. Working Hours Of Position: Regular 5/40, 9/80, or 4/10
8. District/Division: 09 – Project Delivery Section: Branch A-D Geographic Location: Bishop
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

9. Specific Qualifications and Requisite Skills Required: (Attach a separate sheet if additional space is needed.)

A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):

(link SPB Classification Specs) <http://www.calhr.ca.gov/state-hr-professionals/Pages/3175.aspx>

B. Technical & Professional Skills & Abilities:

Knowledge of:

Basic terminology and concepts related to transportation engineering work. Department and work unit policies and procedures such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage. Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.

Ability to:

Use conventional and state-of-the-art equipment and computers applicable to office and field transportation engineering work. Perform accurate mathematical calculations. Use CAD systems and software to prepare and revise drawings. Effectively communicate both verbally and in writing at a level required for successful job performance. Organize/arrange data to produce effective work products without repetitious direction. Prepare technical reports and other project related documentation. Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

Analytically to:

Analyze situations accurately and take effective action. Make sound decisions.

C. License and/or Certification Requirements:

Current California Driver's License

D. Physical Abilities to Perform Essential Functions:

The incumbent must be able to meet the following requirements:

Physical Requirements:

Office assignments require ability to sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling. Travel to and from project sites and meeting locations. Grasp the essence of new information and master new technical knowledge. Simultaneously work on several work assignments and/or deadlines. Work within a noisy and occasionally distracting work environment. Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration. Field assignments (primarily to Construction) require the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull, push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must possess the ability to transport variety of objects that are less or equal to 40 pounds. These assignments can be anywhere in District 9 (Inyo, Mono and eastern Kern counties).

Mental Requirements:

Grasp the essence of new information and master new technical knowledge. Simultaneously work on several work assignments and/or deadlines. Work within a noisy and occasionally distracting work environment. Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration

Emotional Requirements:

Deal with all contacts in a calm and respectful manner. Resolve emotionally charged issues reasonably and diplomatically. Develop and maintain cooperative working relationships with all contacts. Receptive to change, new information, and new situations.

E. Other Departmental Requirements:

Overtime may be required, and vacation restricted during peak times and fiscal year-end closing.

F. Duty Statement/Description of Duties: (attached)

10. Final Date and Time for Receiving Bid: 03/29/2019

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Jody Eddings
Address: 500 South Main Street, Bishop, CA 93514
Telephone Number: 760-872-0791
FAX Number: 760-872-5208
E-mail Address: jody.eddings@dot.ca.gov

12. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ To: _____
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (**Unit 11 Only**): Within thirty days of receiving notification of winning bid.
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)
